



Position Information Document

Name:	
Position Title:	College Counsellor
Classification/Grade:	Other Professionals Stream – Grade 5
Hours per Week:	37.5 Hours per Week
Weeks per Year:	45 Weeks per Year
Line Manager:	Head of Counselling Services

St Paul's College, as a Catholic, co-educational College in the Edmund Rice tradition, contributes to the development of young people through education and their formation of Christian virtue and conscience.

Founded in 1959 and governed by Edmund Rice Education Australia (EREA), St Paul's College embraces values of Faith, Relationships, Excellence and Diversity in the tradition of our founder Edmund Rice, who used his own gifts and talents to be of service to others and empower the marginalized.

Our College caters for the needs of every individual in a considerate and holistic way, providing learning experiences that are engaging, relevant, innovative, creative and authentic (ERICA). We realise the impact of our community when student experiences are exciting and rewarding, where relationships are supportive and fulfilling, and where our strong Christian values inform every aspect of College life.

The Student Counsellor reports to the Head of Counselling Services and is responsible providing confidential pastoral care, support, counselling services and advocacy, in partnership with families and external agencies.

KEY WORKING RELATIONSHIPS

Internal Relationships: Principal, Deputy Principal, Finance Team, College Leadership Team, Administration Teams, Counselling Services Team, Teaching and Non-Teaching staff, families and students at the College.

External Relationships: Members of the College Community, Catholic Education South Australia (CESA), Edmund Rice Education Australia (EREA), relevant Professional Associations, relevant External Agencies and Community Services.

KEY ACCOUNTABILITIES:

- Work in accordance with the ethos of St Paul's College, the EREA Code of Conduct and Protective Practices for Staff and their interactions with Children and Young People
- Provide confidential counselling services for students by collecting background information, identifying issues, setting goals, implementing interventions, and evaluating interventions
- Be available to counsel students to resolve individual, peer group, social and emotional concerns
- Work collaboratively with key wellbeing staff and Inclusive Education staff to ensure holistic wellbeing services
- Engage and collaborate with families, students and other health practitioners to strengthen the home and school partnership to effectively support students
- Adhere to, and assist with ongoing review of, the College's referral processes and counselling practices
- In a timely manner, appropriately escalate complex cases to Head of Counselling Services and appropriate member of the Primary Leadership Team, Secondary Leadership Team or Secondary Wellbeing Council
- Refer students and their families to external agencies when further professional interventions are appropriate
- Create and maintain effective working relationships with external agencies
- Abide by and utilise legislative guidelines and College policies, procedures, and protocols particularly regarding Child Protection

- Confidentially inform relevant staff of all mandated reports and appropriately provide information and/or confidential notes to inform relevant matters for parent, civil, police or governance follow-up
- By negotiation and direction from line manager, develop and/or implement workshops/small group sessions for students to proactively provide information and support in relevant areas, such as mental health and wellbeing, grief and loss, anger management and social skills, and for audiences such as small groups, classes, year levels, staff and families
- Research, conduct and review programs that support wellbeing within St Paul's College and provide and initiate programs related to wellbeing, mental health, resilience and other related topics
- Collaborate with the Counselling Services Team to maximise services for students
- Support College retreats, transition programs and other wellbeing initiatives as required
- Provide professional support to staff in relation to their behavioral development and pastoral care roles
- Assist with crisis intervention
- Provide instruction in the classroom to assist with and initiate programs related to wellbeing, mental health, resilience, and other related topics
- Maintain confidential, up to date documentation that is accurate and stored safely, confidentially, while adhering to privacy and ethical requirements
- With oversight of line manager, prepare letters and reports as required by the College Leadership Team, families, and external agencies
- Provide professional support to staff, families and learning environments in relation to their behavioural development and pastoral care roles
- Maintain appropriate professional knowledge by attending professional development and actively participating in relevant network/professional groups, including confidential collaboration with other relevant Counselling Services to maintain/share best practice
- Comply with the Professional guidelines in the Australian Psychological Society (APS) or Psychotherapy and Counselling Federation of Australia (PACFA) Code of Ethics
- Organise time and schedule(s) as a Counsellor and a Counselling Services Team to manage competing priorities that include administrative requirements and student-facing needs, and with an emphasis on prioritising student needs/critical incidents
- Annually undertake up to ten (10) Hours of Clinical Supervision by external provider(s) at the cost of the College and during work hours (not to be confused with 10 sessions of varying hours). Supervision costs must be approved by Deputy Principal in advance of annual engagement
- Provide support for relevant tertiary student placements, as required
- Under the direction of line manager, maintain case notes and other required documentation such as mandatory notifications and/or records informing relevant matters for parent, civil, police or governance follow-up, all which remain the property of the College. Appropriate and ethical communication must be maintained between the College-approved Clinical Supervisor and Head of Counselling Services
- Any other reasonable duties as required by the Principal

PERSON SPECIFICATIONS

- Hold an appropriate Tertiary qualification and the capacity to register with relevant association(s)
- Experience working in clinical or educational counselling settings
- An understanding of the APS or AASW, and PACFA Code of Ethics
- Experience in trauma-based practice and support
- Demonstrated understanding of the policies and procedures that guide the effective management of critical incidents in school communities
- Experience of relationships with external agencies supporting the wellbeing of young people
- Ability to work independently and with minimum supervision within a team environment
- High time management and organisational skills
- High level of interpersonal skills and initiative
- Effective oral and written communication skills.

WORK HEALTH & SAFETY RESPONSIBILITIES

Supports the implementation of a proactive WHS environment through the development and maintenance of a best practice WHS culture within their Workplace.

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers
- Encourage colleagues and others on the worksite to adhere to safe work practices.

Reference: Division 4, Section 27 and 28 WHS Act 2012

GENERAL TRAINING AND CERTIFICATION REQUIREMENTS:

- Working With Children Check to work in Catholic Education SA
- Approved Child-Safe Environments Responding to Abuse & Neglect: Education and Care training
- Relevant First Aid Training
- Edmund Rice Education Australia and St Paul’s College is committed to ensuring the safety, wellbeing and dignity of all children and young people. All staff must have and maintain a commitment to child safety.

Other

- Some out of hours duties may be required.

ACKNOWLEDGEMENT

I have read and understand the requirements of this position. I acknowledge that this position information document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed (Principal or Delegate): _____ Date: _____

Signed (Employee): _____ Date: _____